

Commonwealth of Massachusetts

**Executive Office of Public Safety
Programs Division**



**Disproportionate Minority Contact Reduction in Boston
Application for Grant Funds**

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Message from Secretary Edward A. Flynn

November 2004

Dear Applicant:

The issue of disproportionate minority contact (DMC) with the criminal justice system is a serious one. In Massachusetts, while we have one of the lowest rates of incarceration of juveniles in the country, we still have a troubling over-representation of minority youth in our secure facilities, as well as at every step of the criminal justice process. To help begin to address this issue, I am pleased to announce that the Massachusetts Executive Office of Public Safety (EOPS) is making available up to approximately \$350,000 over the next three years for a project or program that aims to reduce the overrepresentation of Boston minority youth who are detained in secure juvenile detention facilities. With this funding, we are prepared to make an investment of up to three years duration. We recognize that there are no “quick fixes” to this problem, and hope to make a long-term investment toward addressing this great challenge.

The EOPS received these funds from the federal Juvenile Justice and Delinquency Prevention (JJDP) Act Formula Grant program and has decided to use them in order to reduce disproportionate minority contact (DMC) with in the juvenile justice system. Addressing DMC is a core requirement of the JJDP Act of 2002, and is a priority for the Commonwealth of Massachusetts. I recognize that the amount of funding available is small relative to the need for assessing and reducing DMC in Massachusetts. Because of this, we have strategically targeted these funds to the City of Boston at one point in the juvenile justice – detention.

Funded projects will be selected through a competitive process. Selection criteria include an appropriate program model, expertise in providing services to youth of color, knowledge of the impact of DMC and a strong commitment to reducing it, ability to achieve results with modest resources, and the ability to discuss program outcomes in the context of overall DMC reduction during and after the three-year project period. It is my hope that the use of this federal funding to reduce DMC in Boston will spur innovation that can be replicated in other communities around the state.

I look forward to your proposal.

Sincerely,

Edward A. Flynn
Secretary of Public Safety

**Executive Office of Public Safety Programs Division
Disproportionate Minority Contact Reduction in Boston
FY 2005 Application for Grant Funds
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I. BACKGROUND

Purpose of this Document

The purpose of this document is to invite proposals under the Juvenile Justice and Delinquency Prevention Act (JJDP) Formula Grant Program for a project, program or initiative designed to reduce the overrepresentation Boston minority youth detained in secure juvenile facilities. Applications are due on Monday, December 20, 2004.

There is approximately \$350,000 in JJDP Formula Grant funds available for the total 3-year project period, which includes \$115,000 for the first year. Our goal is to fund one program that will provide services for the entire 3-year project period. However, grants are reviewed for reauthorization on a yearly basis. The applicant who is awarded funds for the first year is not guaranteed funding for the subsequent two years. Renewal depends on performance.

For applicants seeking to replicate proven program models, we will provide technical assistance upon request to help you adapt the model to your specific needs. For applicants seeking to develop new models, we will work with you to develop appropriate program evaluation or performance assessment tools. Our goal is two-fold – we want to borrow what works and not reinvent the wheel, but also want to foster new ideas that can be tested. Technical assistance requests must be submitted in writing by Monday, December 6, 2004 to Elizabeth Spinney, DMC Reduction Specialist, Elizabeth.Spinney@state.ma.us, 1 Ashburton Place Suite 2110 Boston, MA 02108. Answers will also be given in writing and made available to all applicants in order to ensure fairness in the granting process.

For purposes of this Application for Grant Funds (AGF), a “proven program” is one that has been evaluated and found to be effective. The Office of Juvenile Justice and Delinquency Prevention (OJJDP), the National Institute of Justice (NIJ), and the National Criminal Justice Reference Service (NCJRS) all offer examples of such programs that have been found to be effective. There is more information about successful DMC reduction programs on page 20 under the section titled “Resources: DMC Reduction Interventions in Other States.”

Background

Disproportionate Minority Contact (DMC) refers to the overrepresentation of minority youth in the juvenile justice system at all points in the juvenile justice process.¹ DMC is a problem in Massachusetts and across the nation.

¹ Office of Juvenile Justice and Delinquency Prevention, “Disproportionate Minority Contact,” <http://ojjdp.ncjrs.org/programs/ProgSummary.asp?pi=18&ti=&si=&kw=DMC&PreviousPage=ProgResults>.

In the United States, African American youth and Hispanic youth are likely to be overrepresented at each stage of the juvenile justice process. At the secure confinement stage, minority juveniles make up an increasingly larger segment of all juveniles incarcerated.

- In 1979, African-American youth represented 28% of all youth in juvenile facilities and by 1995 that figure had risen to 40%. This increase was not accompanied by a corresponding increase in representation in the general youth population.²
- While in 1985 African American juveniles were housed in detention facilities at a rate 2.5 times greater than the rates for their White peers, in 1995 their detention rate was eight times greater.³
- In 2001, a one-day count of youth in residential placement for court-adjudicated offenses across the United States showed that the African American rate for juveniles living in residential placement was four times greater than the White rate and that Hispanic rate was almost twice as great as the White rate. These differences were even greater in Massachusetts.⁴

In Massachusetts in 2003, the secure detention rate for minority youth was approximately five times higher than the White rate; the rate of minority youth residing in secure juvenile correctional facilities was seven times higher than the White rate; and rate of minority youth living in non-secure correctional facilities was four times higher than the White rate.

The most overrepresented group in the Massachusetts juvenile justice system is African American.⁵ In 2003, the African American secure detention rate was over seven times greater than the White rate; the African American probation placement rate was over twice as high as the White rate; the African American non-secure correctional facility rate was almost six times higher than the White rate; and the African American secure juvenile correctional facility rate was twelve times higher than the White rate.⁶ Please note - these rates are based on the total juvenile population and not on arrests or adjudications.

There are many theories as to why DMC exists, grounded in hypotheses such as:

- White youth may have access to better legal representation, who more vigorously advocate for their release.⁷
- White youth may have better access to programs and services in the community than minority youth.⁸
- Minority youth might be more likely to commit offenses where they have a high likelihood of being caught compared to White youth who might be more likely to commit offenses where they are less likely be caught.⁹

² Office of Juvenile Justice and Delinquency Prevention, *Disproportionate Minority Confinement Technical Assistance Manual*, Second Edition, April 2000.

³ Ibid.

⁴ The rate is the number of juvenile offenders in residential placement per 100,000 juveniles ages 10 through the upper age of original juvenile court jurisdiction in each State. Office of Juvenile Justice and Delinquency Prevention Census of Juveniles in Residential Placement, 2004.

⁵ Data from the Massachusetts Department of Youth Services, 2004. Compiled by the Executive Office of Public Safety, 2004. These rates were created by taking the number of youth at each of these stages of the juvenile justice system and dividing by the total youth population (according to the 2000 U.S. Census).

⁶ Ibid.

⁷ Schiraldi, Vincent and Jason Ziedenberg "Reducing Disproportionate Minority Confinement: The Multnomah County, Oregon Success Story and its Implications," San Francisco, California: Center on Juvenile and Criminal Justice.

⁸ Ibid.

- People involved in the decision to detain a youth may bring stereotypes to their decision.¹⁰
- Minority youth may commit more offenses.¹¹
- The offenses that minority youth commit may be more serious than the offenses that White youth commit.¹²

In the JJDP Act of 2002, Congress required that States participating in the Formula Grants Program “address juvenile delinquency prevention efforts and system improvement efforts designed to reduce, without establishing or requiring numerical standards or quotas, the disproportionate number of juvenile members of minority groups, who come into contact with the juvenile justice system.” For purposes of this requirement, the Office of Juvenile Justice and Delinquency Prevention (OJJDP) has defined minority populations as American Indian and Alaska Native, Asian, Black or African American, Hispanic or Latino, and Native Hawaiian or other Pacific Islanders.

This Application for Grant Funds (AGF) focuses on reducing the overrepresentation of Boston minority youth detained in secure juvenile facilities. Detention is often considered the “front door” to the juvenile justice system. Research shows that if youth can be kept out of secure detention, they are less likely to be placed out of their homes in the future. According to Mark Soler of the Youth Law Center, “children who are detained, rather than let go to their parents or released to some other kind of program, are statistically much more likely to be incarcerated at the end of the process.”¹³

Detention is also a strategic place for an intervention because there is significant overrepresentation of minority youth in detention. While minority youth make up 23.5% of the Massachusetts youth population, they made up over 58% of the secure detention population in 2003. During this time, the African American juvenile detention rate in Massachusetts was over seven times greater than the White rate, the Latino juvenile detention rate four times greater than the White rate, and the Asian juvenile detention rate was slightly lower than the White rate.¹⁴ Again, these rates compare the percentages of the youth in detention to their percentages in the general Massachusetts population (not taking into account arrest or offense history).

⁹ For example, according to the 2001 Massachusetts Youth Risk Behavior Survey, White youth were more likely to self report lifetime marijuana use, marijuana use in the last month, lifetime cocaine use, lifetime inhalant use, lifetime alcohol use, alcohol use in the past month, and lifetime illegal steroid use than African American or Latino youth. However, in 2003 White youth were underrepresented in the population of youth committed to DYS whose most serious offense at the time of commitment was possession of illegal drugs or alcohol. African American and Latino youth were overrepresented

¹⁰ Bridges, Geroge S. and Sara Steen. “Racial Disparities in Official Assessments of Juvenile Offenders: Attributional Stereotypes as Mediating Mechanisms.” *American Sociological Review*. Volume 63, 1998.

¹¹ Hawkins, D. Laub, J. Lauritse, J. & Cothorn, L. (June 2000). Race, Ethnicity, and Serious and Violent Juvenile Offending. *OJJDP Juvenile Justice Bulletin*. Washington, D.C.: Office of Juvenile Justice and Delinquency Prevention, p. 2 & 3.

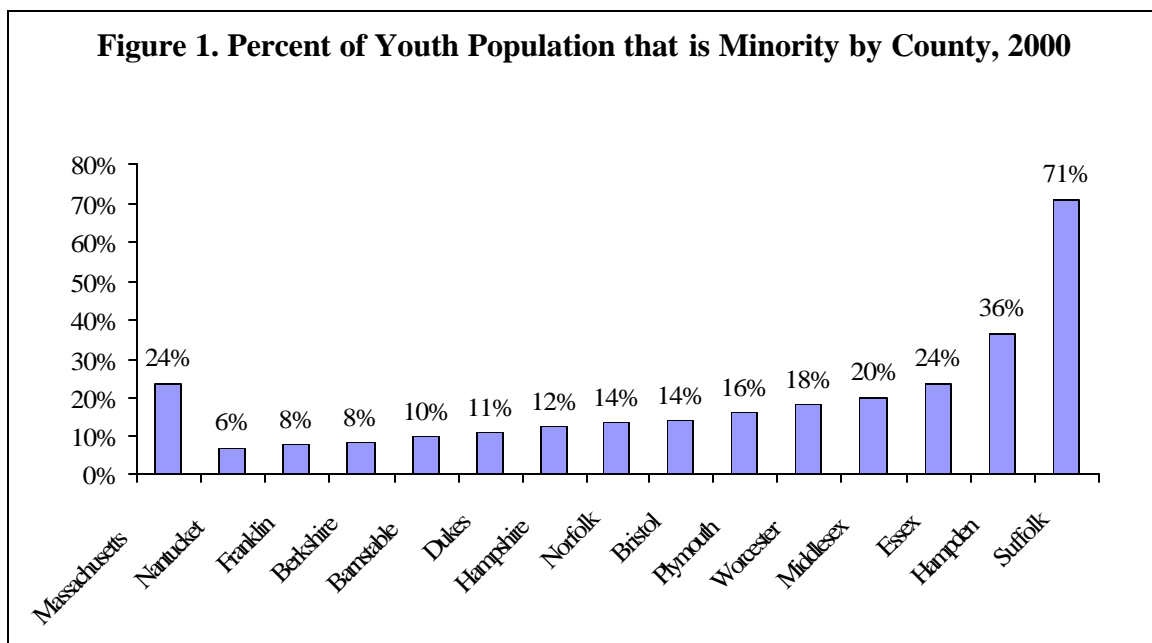
¹² Ibid

¹³ Rust, Bill, “Juvenile Jailhouse Rocked,” *AdvoCasey* (Baltimore, DC: Annie E. Casey Foundation, Fall/Winter 1999).

¹⁴ Data from the Massachusetts Department of Youth Services and the 2000 U.S. Census. Data analyzed by the Massachusetts Executive Office of Public Safety.

The City of Boston was chosen to be the focus of this AGF for many reasons, including:

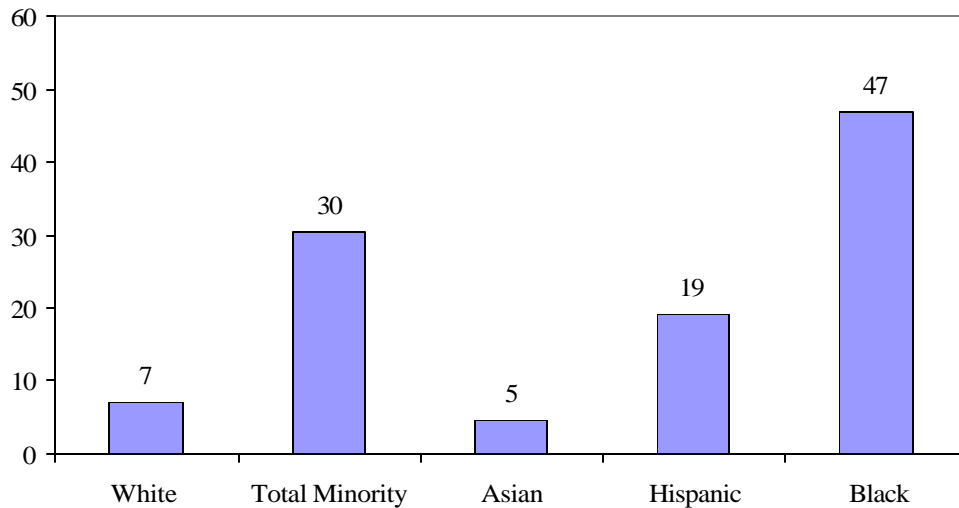
- More of the juveniles who were placed in detention in Massachusetts in 2003 were from Boston than from any other city.
- Suffolk County is the county with the highest percentage of minority juveniles (71% of all juveniles age 10-16 are minority according to the 2000 U.S. Census – see Figure 1).
- Approximately 91% of the juveniles placed in detention in Suffolk County in 2003 were minority.
- The minority youth detention rate in Suffolk County in 2003 was approximately 4½ times greater than the White rate (see Figure 2).¹⁵
- Boston youth make up the greatest percentage of Suffolk County youth (approximately 84% of the youth age 0-18 in Suffolk County live in Boston).



Source: 2000 United States Census. Data reflects the percentage of 10-16 year olds who are non-white.

¹⁵ According to the general youth population, not according to arrests.

Figure 2. Suffolk County Detention Rates by Race/Ethnicity, 2003 (# of juveniles placed in detention per 1,000 juveniles in the general population age 10-16)



Data from the Massachusetts Department of Youth Services, 2004 and the 2000 U.S. Census, 2004. Data compiled by the Programs Division of the Executive Office of Public Safety.

Introduction

The Massachusetts Executive Office of Public Safety (EOPS) Programs Division administers the federal Juvenile Justice and Delinquency Prevention Act (JJDP) Formula Grant Program. The JJDP of 1974, as amended, authorizes states to designate Formula Grant money to fund specific programs which offer a high probability of improving the functioning of the juvenile justice system and to prevent youth from entering the juvenile justice system. States may choose from up to thirty-four standard program areas. For the purpose of this application, the program area is DMC.

Eligibility

In accordance with Section 223(a)(5) of the JJDP, states may award Formula Grant funds to state agencies or units of general local government. A unit of general local government is defined as a city, county, or town. School districts are not considered units of local government. However, they may serve as the implementing agency. States may also award Formula Grant funds directly to local private agencies. Local private agencies may request such funding if they have applied for and been denied funding and/or sponsorship for funding by any state agency or unit of general local government for the same or similar project. For example, a letter from a state agency or unit of general local government saying that no funding was available for your project and conformation that no other state agency or local unit of government in the geographic area has proposed or is engaged in the same or a similar program.

In addition, a local private applicant must also demonstrate adequate fiscal capacity to

manage federal funds and meet all state and federal conditions pertaining to the management and administration of such funding. Local private applicants must submit documentation of its status as a non-profit entity and a copy of its most recent financial statement and audit (OMB A-133 audit if previously required).

Outcome Measures

Grantees will be required to submit quarterly progress reports, containing program statistics, along with race and gender-related data on program participants. Grantees should develop and implement outcome measures that effectively evaluate the success of their program by showing how the program has benefited targeted individuals or populations. By the end of the 3-year project period,¹⁶ the grantee must be able to discuss program outcomes in the context of overall DMC reduction. By the end of the first year of funding, programs must be able to demonstrate that they have had an impact on first-year stated outputs and outcomes (which may include process-focused goals and objectives). Additional information and links on outcome measurements can be found at:

<http://national.unitedway.org/outcomes/initiatives/npsector.cfm>.

More Information on DMC

To read more about DMC please consult the following links:

- Office of Juvenile Justice and Delinquency Prevention: <http://ojjdp.ncjrs.org/dmc/index.html>
- Annie E. Casey Foundation: <http://www.aecf.org/publications/advocasey/winter99/juv/juv.pdf>
- Juvenile Justice Evaluation Center: <http://www.jrsa.org/jjec/programs/dmc/index.html>.
- Building Blocks for Youth: <http://www.buildingblocksforyouth.org/issues/dmc/>.
- Youth for Justice: <http://www.crfc.org/dmc.html>.

¹⁶ Applicants are eligible for up to three years of funding but must reapply each year. Funding is contingent on performance and is not guaranteed for the full 3-year project period.

II. BASIC PROGRAM INFORMATION

Grant Award Match

There is no match required for this grant.

Grant Award Period

There is approximately \$350,000 JJDP Formula Grant available for the total 3-year project period. Our goal is to fund one program that will provide services for the entire 3-year project period. However, grants are reviewed for reauthorization on a yearly basis. The applicant who is awarded funds for the first year is not guaranteed funding for the subsequent two years. Renewal depends on performance. The project period begins when the successful applicant receives notification of the execution of the contract by EOPS. The successful applicant can reapply annually for two additional years after the first year (three years total program length).

Cost Reimbursement

Payments will be made through a cost reimbursement process only. Funds will be disbursed **quarterly**, only contingent upon one of the following two methods:

- Services/goods must already be provided and paid for; or
- Services/goods must be provided and payment will be made to vendors within three business days of receipt of funds from EOPS.

Funds will not be paid in one lump sum.

DMC Subcommittee

The grantee will be required to attend DMC Subcommittee meetings quarterly. The DMC Subcommittee is a subcommittee of the Juvenile Justice Advisory Committee (JJAC) and meets on the second Tuesday of every month. For more information about the JJAC and the DMC Subcommittee please go to <http://www.mass.gov/jjac/>.

III. GRANT PROCESS

Application Deadline

Applications must be submitted using the format described below.

Applicants must submit two unbound originals and four copies of the application. Applications must be unbound and typed double-spaced with one-inch margins and 12-point font. Please do not send attachments that are not specifically solicited in the language of this application. Please note that the signed Certifications Regarding Lobbying, Debarment, Suspension, Other Responsibility Matters, and Drug-Free Workplace, Northern Ireland Notice and Certification, and Contractor Authorized Signature Verification Form (locals only) must be attached to your grant application. ***Two unbound originals and four copies of the application must be received at the Programs Division of the Executive Office of Public Safety no later than Monday, December 20, 2004 at 4:00.**

All applications must be mailed or hand delivered (No faxed or e-mailed applications will be accepted) to:

Executive Office of Public Safety Programs Division
One Ashburton Place, Suite 2110
Boston, MA 02108
Attention: Elizabeth Spinney, DMC Reduction Specialist
Phone: 617-727-6300 x25356

In addition, applicants must submit a letter of intent to apply postmarked by December 6, 2004.

Proposal Review Process

EOPS Programs Division staff and a grants review committee will review proposals and make funding recommendations to the EOPS. The Secretary of Public Safety in conjunction with the Juvenile Justice Advisory Committee (JJAC) will determine all awards. All proposals will be read and scored based on the following factors:

Points	Category	
25	Program Model	Appropriate program model to reduce DMC in detention in Boston. Points will be awarded based on strength of evaluation results for model program to be replicated, on theoretical link to existing research and evaluation results on what works in juvenile justice and DMC reduction programming, and/or any other information demonstrating program effectiveness.
15	Collaboration	Capacity to work collaboratively with key Boston detention stakeholders in order for project to be successfully implemented.
20	Internal Capacity	Agency qualifications and history. Ability to provide a trained staff to deliver the services required by the proposed project. Expertise in providing services to youth of color. Knowledge of the impact of DMC and a strong commitment to reducing it. Proven track record and commitment of management team proposed for project.
5	Sustainability	Ability to leverage federal funds into a stable long-term program that may be supported at the local level. Potential to expand and replicate program in other areas throughout the grant cycle.
25	Measurement/ Evaluation	Ability to clearly define data that will be collected to measure program progress. Ability to measure short-term and long-term goals and objectives. Ability to form and measure outputs and outcomes in the first year. Ability to create and measure process goals as well as program goals in the first year. Ability to discuss program outcomes in the context of overall DMC reduction during and after the three-year project period.
10	Financial/ Budget	Ability to achieve results with modest resources. Financial stability.
Total:		
100		

Please note that scores alone do not guarantee an award. While the application score is the most significant factor in decision-making about grant funds, it is not the sole factor. Other components may be incorporated in to the funding decision process.

Bidders' Conference

A bidders' conference will be held on Tuesday, November 23 from 3:00 to 5:00 at the State Transportation Building, which is located at 10 Park Plaza in downtown Boston between the theater district and the Park Plaza Hotel. The Commonwealth of Massachusetts has strict guidelines that govern the bidding process. We strongly recommend that the person responsible for writing your application attend the bidders' conference. If that person is not available, we recommend that a representative from your agency attend and take notes.

Answers given verbally at the conference will not be provided in writing or available from our office after the conference. EOPS will continue to answer questions regarding the application that are submitted in writing to Elizabeth Spinney, DMC Reduction Specialist, Elizabeth.Spinney@state.ma.us, 1 Ashburton Place Suite 2110 Boston, MA 02108, but they must be time stamped or postmarked by Monday, December 6, 2004. The questions and our responses will be posted on the Programs Division website in the "What's New" section by Monday, December 13, 2004, which can be found at this link:

<http://www.state.ma.us/ccj/update.htm>. Verbal questions and answers at the bidder's conference and written questions submitted by December 6, 2004 along with written responses are the only allowable communications between your agency staff and our staff between November 23, 2004 and the application deadline of December 20, 2004. During the open bid process, state regulations permit potential bidders to correspond only with the following person at the EOPS Programs Division:

Elizabeth Spinney
DMC Reduction Specialist
(617) 727-6300, ext. 25356
Elizabeth.Spinney@state.ma.us

Contact with other employees at the EOPS or the EOPS Programs Division may result in your agency forfeiting its right to bid for FFY 2004 JJDPA Formula Grant funding.

For more detailed directions to the bidders' conference, please go to:

<http://www.ctps.org/bostonmpo/mpo/dir.htm>

IV. APPLICATION INSTRUCTIONS

Instructions for the FFY 2005 JJDP Formula Grant Program Application

1. Program Description (Four page limit)

- ❑ Note the type of program being implemented: 1) Direct Services, 2) Training and Education or 3) Systems Change. A Direct Services approach relies upon those programs that provide at-risk and delinquent youth with needed and appropriate services that help them build skills, improve social functioning, and facilitate the formation of healthy relationships with family members, other adults, and peers. Types of Direct Services include detention diversion, alternatives to secure detention, and advocacy. Training and Education aims at changing the beliefs and behaviors of juvenile justice practitioners and administration, other system personnel, elected official and the general public. Systems Change aims at changing the system itself. Systems change includes diversification of system personnel, improvements of policies and procedures and legislative reform, change in organizational culture, and improvement of data collection. For more information please go to OJJDP's *Disproportionate Minority Confinement Technical Assistance Manual* Chapter Three, pages 35-49 (http://www.ncjrs.org/html/ojjdp/dmc_ta_manual/dmc06.html).
- ❑ Describe how you will begin to impact the disproportionate minority contact (DMC) of Boston youth in secure detention during the first year of programming. Discuss program outcomes in the context of overall DMC reduction during and after the three-year project period.¹⁷
- ❑ Describe in detail your proposed intervention. Is it a replication of a model from another state? What exactly will you do? Who will be served? Where will the intervention take place?
- ❑ Describe the role of the implementing agency, and the number and type of staff to be supported with requested funds. If possible, describe the qualifications of the management team and other staff proposed for the project.
- ❑ If the program will directly serve juveniles, describe how the program will solicit referrals and secure participation for the delivery of services. State the anticipated number and type of juveniles to be served by the intervention. Provide an anticipated number/percentage of minority youth to be served.
- ❑ Include information that illustrates collaborating partners and their support for your program. Letters of support from key members of the juvenile justice community **must** be included to demonstrate collaboration and readiness to work on this issue.

¹⁷ Applicants are eligible for up to three years of funding but must reapply each year. Funding is contingent on performance and is not guaranteed for the full 3-year project period.

- ❑ Describe how the applicant/implementing agency will sustain the program for continuation beyond the 3-year project period once federal JJDPA Formula Grant funds are exhausted.¹⁸ In addition, describe any plans to enhance funding during the project period.
- ❑ “One challenge posed by new detention alternatives is the likelihood that they will end up serving kids for whom the programs were not intended – ‘widening the net’ in the jargon of juvenile justice and child welfare reform.”¹⁹ For example, in an environment with many unmet needs and limited resources, a variety of youth could benefit from a program intended to divert youth from detention. Instead of a program being filled 100% with youth who would have been sent to secure detention otherwise, sometimes youth who would never have been sent to secure detention are referred. How will your program address this?
- ❑ Describe how the program will be able to achieve results with modest resources.

2. Program Goals, Objectives, and Measurement (Two page limit)

Goals – Goals should state, in general terms, what you hope to accomplish with the grant. Be careful to describe the desired end and not the means to an end. That is, goals should represent the intended results of your initiative and not the activities that will be implemented to achieve those results (e.g. “Hit a home run” is a goal, whereas “swing the bat” is a means to an end. “Reduce the average length of stay for minority youth in detention” is a goal, whereas “provide advocacy services for minority youth” is a means to an end).

Objectives (for each goal) - Identify the specific operational objectives associated with the goals of the proposed program. These objectives should include measurable results related to the overall goals. Please state the objectives in concrete terms. Specify who and what will change, by how much, and over what period of time. The more specific the objectives are, the easier it will be to determine if the program is achieving them (e.g. to reduce the number of Boston youth who are securely detained by X% during the 2005-2006 project year).

Measurement – Please describe what data will be collected to measure program progress.

4. Implementation Plan and Timeline (Two page limit)

Provide a detailed description of the basic project operations for the 3-year project period.²⁰ For each objective, please provide the following information:

- ❑ A detailed description of the activities to be carried out;
- ❑ Identification of project personnel involved and their duties; and

¹⁸ Applicants are eligible for up to three years of funding but must reapply each year. Funding is contingent on performance and is not guaranteed for the full 3-year project period.

¹⁹ Rust, Bill (1999). *Juvenile Jailhouse Rocked: Reforming Detention in Chicago, Portland, and Sacramento. ADVOCASEY: Documenting Programs That Work for Kids and Families*. Baltimore MD: The Annie E. Casey Foundation.

²⁰ Applicants are eligible for up to three years of funding but must reapply each year. Funding is contingent on performance and is not guaranteed for the full 3-year project period.

- ❑ A description of how long it will take to complete each activity with specific start and end dates.

5. Budget Narrative and Details (One page limit)

Applicants must submit a 12-month operating budget. Each budget item must be explained in sufficient depth to permit meaningful evaluation of the grant application. This section should describe how the proposed budget enables the applicant to implement the project and achieve its goals and objectives. The questions: “how much;” “for whom;” “at what rate;” “to what purpose” and “for how long” must be answered in each area. Budget categories are limited to: Personnel, Fringe, Contract Services, Travel, Office and Administrative Expenses, Equipment, Indirect Costs, and Other Expenses.

6. Other Grants

Please complete the following chart for current year and future year funding for your organization:

Project Name	Current EOPS Grant \$	EOPS Grant(s) Applied For	Other Current Grant Support	Other Grants Applied For

7. Certifications/Forms

Be sure to sign (in blue ink) and submit the following documents with your application:

- ✓ Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (See Attached Form)
- ✓ Northern Ireland Notice and Certification (See the Comm-PASS Forms & Information Page at <http://www.comm-pass.com/comm-pass/forms.asp>)
- ✓ Contractor Authorized Signature Verification Form – for Local Units of General Government only (See the Comm-PASS Forms & Information Page at <http://www.comm-pass.com/comm-pass/forms.asp>).

Subgrantee Requirements

Successful applicants will receive a comprehensive grant-award package detailing all requirements of the grant. A summary of grant requirements is provided here for your information and for your benefit in preparing a proposal.

Fiscal and Budget Requirements

- ❑ Supplanting of funds is prohibited. Funds for programs and services provided through this grant are intended to supplement not supplant other state or federal funding sources. Specifically that means that no position previously funded by the Massachusetts Legislature through a state agency may be supported with JJDPA Formula Grant funds.

- ❑ Any administrative costs paid with grant funds must be relevant to the implementation of the JJDPA Formula Grant funded project and may not exceed 15% of the total federal request. Administrative costs in excess of 15% may be submitted only with the expressed written permission of the JJDPA Formula Grant program manager. Such permission must be submitted with the grant application.
- ❑ No grant funds may be spent for construction, office furniture, or other like purchases, e.g., copiers, air conditioners, heat lamps, fans, file cabinets, desks, chairs, and rugs.
- ❑ No grant funds may be spent for out-of-state conference fees, out-of-state travel, or out-of-state lodging without prior written approval from Executive Office of Public Safety (EOPS) Programs Division.
- ❑ No consultant or trainer may be paid more than \$450 per day for an eight-hour workday without the prior written approval of the U.S. Department of Justice. Requests for a waiver of this requirement with documented justification must be made in writing at the time of application. The Executive Office of Public Safety Programs Division will submit the request to the Office of Juvenile Justice and Delinquency Prevention. (NOTE: \$450/day is considered a maximum charge for consultants or trainers and should be an exception. It is not the standard consultant/trainer fee.)
- ❑ No grant funds may be spent for food or beverages without prior approval of the EOPS Programs Division. Requests should be made in writing as part of the application and accompanied by documentation of the anticipated expense(s).
- ❑ Grant funds are subject to Federal accounting and audit requirements including the prohibitions on co-mingling funds. Organizations that receive JJDPA Formula Grant funding along with other Federal funds must treat the funds independently with separate cost and reporting centers.
- ❑ Non-federal entities that expend \$500,000 or more in 2004 in Federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of Office of Management and Budget circular A-133 found at (<http://www.Whitehouse.gov/omb/circulars/a133/a133.html>). Applicant local units of government must submit a copy of their FY 2002 audit along with their grant applications.
- ❑ A minimum of three bids must be solicited when grant funds are used for purchases of services, supplies or equipment that cost over \$500.
- ❑ Volunteer services must be documented and, to the extent feasible, supported by the same methods used by the recipient for its own employees (e.g., time cards).
- ❑ In addition to the requirements set forth above, successful applicants are required to agree to and abide by all state and federal rules, regulations and conditions pertaining to the receipt, administration and management of federal funding.

Programmatic Requirements

- ❑ All grantees must subscribe to the free JJDPA Formula Grant listserv. To be added to the listserv, contact Elizabeth.Spinney@state.ma.us
- ❑ Grantees must complete quarterly programmatic and financial progress reports and submit them to EOPS within 15 days of the end of the quarter.
- ❑ Grantees are requested to participate in EOPS surveys. Surveys are designed to evaluate JJDPA Formula Grant programs and enable the EOPS Programs Division to learn about successful endeavors.
- ❑ Grantees are requested to cooperate with EOPS Programs Division monitoring of both fiscal and programmatic progress, including desk reviews and on-site visits. Resolution of issues raised at site visits, in desk reviews or through a corrective action plan.
- ❑ All publications, (e.g., written, visual or sound), published or produced with the use of JJDPA Formula Grant funds must contain the following statement:

This project was supported by Grant # 2004-JF-FX-xxxx awarded by the Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, U.S. Department of Justice to the Massachusetts Executive Office of Public Safety Programs Division and subgranted to [grantee's name]. Points of view in this document are those of the author(s) and do not necessarily represent the official position or policies of the U.S. Department of Justice or the Massachusetts Executive Office of Public Safety Programs Division.*

** specific grant number should be incorporated and will be available in the coming months.*

Notification of Awards

The Secretary of Public Safety in conjunction with the Juvenile Justice Advisory Committee (JJAC) will determine all awards. Notification letters will be sent to the successful applicants specifying the grant award amount. It is anticipated that grant awards will be announced on or about February 28, 2005.



**Executive Office of Public Safety Programs Division
FY 2004 Disproportionate Minority Contact Reduction in Boston
Cover Page**

1. Applicant: _____

Address: _____

2. Authorizing Official:

Name _____ Title _____

Signature _____
(signed in BLUE ink)

3. Implementing Agency (if different from applicant): _____

Address: _____

4. Financial Officer: Name: _____ Title: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

5. Project Director: Name: _____

Title: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

7. Project Title: _____

8. Federal award amount requested: \$ _____

*If applying under more than one Program Area, please remember, a separate application (including two copies) must be submitted for each Program Area.

Resources: DMC Reduction Interventions in Other States

We encourage applicants to consult these and other sources for models. We prefer to fund a program that either: 1) replicates models that have been successful elsewhere, 2) implements an innovative program based on proven practices.

Office of Juvenile Justice and Delinquency Prevention (OJJDP). This link is to the Disproportionate Minority Confinement Technical Assistance Manual: http://www.ncjrs.org/html/ojjdp/dmc_ta_manual/. The most useful chapter will be Chapter 3-Phase III: Intervention: http://www.ncjrs.org/html/ojjdp/dmc_ta_manual/dmc06.html.

Annie E. Casey Foundation. The Annie E. Casey Foundation, through its Juvenile Detention Alternatives Initiative (JDAI), has become a national leader in detention reform. The Pathways to Juvenile Detention Reform monographs can be found at: <http://www.aecf.org/publications/browse.php?filter=10>. Volume Eight focuses on DMC reduction through detention reform and focuses specifically on the reforms implemented in four communities: Cook County, Illinois; Sacramento County, California; Santa Cruz, California; and Multnomah County, Oregon. Chapter Eight can be found at: <http://www.aecf.org/publications/pdfs/pathways8.pdf>.

Other States:

Connecticut. Connecticut's page on the OJJDP DMC Reduction site contains two articles on their attempts at reducing DMC: <http://ojjdp.ncjrs.org/dmc/tools/ct.html>.

Iowa. DMC Resource Center web site: www.uiowa.edu/%7Enrcfcp/dmcr

Santa Cruz, California.

<http://www.courtinfo.ca.gov/programs/cfcc/pdf/V3Cox.pdf>.

Multnomah County, Oregon. Multnomah is emerging as a national model in the area of reducing disparate treatment of minorities in the juvenile justice system. Multnomah is also highlighted in the Annie E. Casey Foundation Pathways series. A helpful article from the Center on Juvenile and Criminal Justice about Multnomah can be found at: <http://www.cjcj.org/pubs/portland/portland.html>.

Final Check List

Be sure your final application includes:

- ☐ A completed Grant Application Cover Page (be sure to sign in blue ink)
- ☐ Program Description
- ☐ Program Goals, Objectives and Measurement
- ☐ Implementation Plan and Timeline
- ☐ Budget Narrative and Details
- ☐ Other Grants
- ☐ Letters of Support/Memoranda of Agreement
- ☐ Certifications Regarding Lobbying, Debarment, Suspension, Other Responsibility Matters and Drug-Free Workplace
- ☐ Northern Ireland Notice and Certification
- ☐ Contractor Authorized Signature Verification Form – for Local Units of General Government only

**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER**

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instruction for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants). "The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

**2. DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS
(DIRECT RECIPIENT)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction;

violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**3. DRUG-FREE WORKPLACE
(GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ If there are workplaces on file that are not identified here.

☐ Section 67.630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ If the State has elected to complete OJP Form 4061/7.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in connection any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

